

## LEARN WHAT THE STATE SPENDS ON YOUR PRODUCT/SERVICE

### VENDOR "SPEND" REPORT INSTRUCTIONS

#### **STEP 1 Find the state's classification codes for your product/service.**

Go to [www.eva.state.va.us](http://www.eva.state.va.us), click on "NIGP Codes" (left margin). Use the online search tool to identify your NIGP codes. You may have several which apply. This is the code procurement officers often use to identify your product.

Enter keywords to describe your product/service and click on "Search". For example, keywords for information technology (IT) services might include computer hardware, software, database software, etc.

Also, you may download the complete Commodity Code Book in PDF Format at <http://www.eva.state.va.us/NIGPCodes/NIGPCodes.htm>.

#### **STEP 2 Make note of your NIGP Code(s) for future reference.**

#### **STEP 3 Access "eVA Order Summary with Standard NIGP Commodity Code Search" page.**

Click on "eVA Home" (left margin), "more Buyer/Vendor Info", scroll to bottom section called Reports - Public, and click on "eVA\_PROD\_160\_X01\_v2.html".

Once the page is displayed enter the "Begin Date" and "End Date" (include slashes and make sure you enter the year as four digits), select "one or more Commodity Code(s)", ignore the remaining (optional) fields, and click on "Submit".

To select more than one Commodity Code, press the control key (Ctrl) and click on the number(s).

#### **STEP 4 Peruse the Vendor "Spend" Report.**

Click on the "NIGP Code" (blue number) and then click on the "PO Number" (blue number) to view specific details on volumes purchased and spent.

#### **STEP 5 Maximize your success.**

Use the Vendor "Spend" Report tool frequently to learn about recent state purchases, agencies to target and buyer contact information.

Use eVA's "Procurement Officer Directory" (<http://www.eva.state.va.us/learn-about-eva/procurement-directory.htm>) for additional buyer contact information.



Visit big spender websites to learn more about their services and additional opportunities.

Visit the websites of DMBE ([www.dmbe.state.va.us](http://www.dmbe.state.va.us)), DBA ([www.dba.state.va.us](http://www.dba.state.va.us)), and eVA ([www.eva.state.va.us](http://www.eva.state.va.us)) periodically to identify buyer-supplier networking events.

Build relationships with procurement officers through an active, contact program.

**STEP 6 Contact the Department of Business Assistance for procurement or general business assistance at (804) 371-0438 or 1 (866) 248-8814 or [VBIC@dba.virginia.gov](mailto:VBIC@dba.virginia.gov).**

**Disclaimer: The personnel of the Virginia Department of Business Assistance are not procurement professionals. We are working to bring state buyers and potential suppliers together.**

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The Virginia Department of Business Assistance (DBA) is the only state agency devoted solely to the growth and success of business and industry throughout the Commonwealth. Our mission is to serve as state government's principal point of communication with the Virginia business community.

We are the one stop businesses need to make to access resources that maximize the potential for success.

**[www.dba.state.va.us](http://www.dba.state.va.us)**